

PAYROLL SUPERVISOR

GRADE: 18

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Payroll Supervisor performs difficult technical and intermediate administrative work coordinating the day-to-day activities of the Payroll section within the Department of Finance and ensures compliance with related city, state and federal laws and regulations. The work requires contacts both inside and outside the City of Rockville at all levels to explain matters, offer explanation, and solicit cooperation. The physical demands are limited and the working conditions involve considerable mental effort and stress through meeting set deadlines and often handling multiple projects concurrently. The work is subject to functional policies and goals under general managerial direction by the Financial Accounting Manager. The incumbent is responsible for service delivery and supervision of payroll staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Coordinates bi-weekly payroll for approximately 550 regular employees and hundreds of temporary employees, depending on the season.
- Oversees the creation and distribution of payroll checks to all employees.
- Trains department and citywide staff in new/changed policies and procedures related to payroll
- Keeps current and apprises staff of Federal, State and local laws and regulations related to tax levies, garnishments, tax tables, deductions, etc.

- Implements changes in operational procedures to improve efficiency/effectiveness and/or implement changes in regulations, laws and policies.
- Oversees maintenance of all deductions including but not limited to Federal and State taxes, flexible spending accounts, pension and 457 accounts, health, dental, legal and other insurance accounts, garnishments, charitable donations, etc.
- Oversees the preparation of all monthly, quarterly and year-end (fiscal and calendar) reports such as W-2's, 941's, state unemployment wage reports and state tax reconciliation reports.
- Organizes and assigns work among staff according to individual capabilities and establishes priorities.
- Oversees the preparation of all monthly, quarterly and year-end (fiscal and calendar) reports such as W-2's, 941's, state unemployment wage reports and state tax reconciliation reports.
- Organizes and assigns work among staff according to individual capabilities and establishes priorities.
- Manages Union agreement rules as applicable.
- Reviews work methods and inter- and intra-departmental procedures to ensure effective workflow.
- Performs analysis in support of labor relations, Finance, Human Resources and other administrative functions.
- Responds to inquiries regarding payroll deduction issues including benefits, taxes and leaves.
- Maintains confidentiality in handling benefits and payroll information and sensitive situations.
- Manages Document catalog and manages systems suspense files to ensure all daily transactions.
- Provides data entry.
- Oversees accuracy of benefits and payroll processes performed by staff.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equal to a Associates degree in accounting, business administration or related field and four years of progressively responsible payroll experience including some supervisory responsibility.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of payroll administration, including federal and state regulations.
- Knowledge of time keeping systems.
- Knowledge of tax levies, garnishments, tax tables, deductions.
- Skill in organizing and prioritizing.

- Ability to communicate effectively with other departments, managers, staff, other customers and the general public.
- Ability to organize and assign work among staff according to their individual capabilities and to establish priorities in workload.
- Ability to analyze administrative problems and adopt an effective course of action.
- Ability to select information from sources such as financial and operating records and to organize information for reports.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, with or without a calculator.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to situations.
- Ability to interpret statistical tables and formulas and to perform mathematical calculations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.